

DSA Guidelines for the Format of the Project Inspector's Semi-Monthly Report:

Provide title "**Semi-Monthly Report**" in bold at the top of the first page of the report. Keep the report brief; generally one or two pages in length. The inspector's business header or footer can be used on any pages of the report.

Semi-Monthly Report

Time Period: < beginning and ending date >

DSA File No. < file number >

DSA Application No. < application number >

Construction is estimated < > % complete

< Date of Report >

< Name of Design Professional in General Responsible Charge >

< Address of Design Professional in General Responsible Charge >

Project: < project name >

Subject: Semi-Monthly Report No. < sequential number of the semi-monthly report >

Each heading (bold text) below is mandatory and must be indicated on the report, in the order shown. Provide a brief statement under each heading. Other headings, to report information requested by the school district or responsible design professional (such as "**Construction Delays**", to track rain days), may be included at the end.

Construction Work Accomplished: Include a brief statement of site-work and building construction work performed during the time period. List each building or structure on which work was performed, with a brief description of work in progress and work completed during the time period. List fabrication work performed off-site.

Summary of Materials Testing & Special Inspections Performed: List any material sampling or special inspections performed on-site or off-site during the time period. List any material tests performed on-site.

Instructions Received from the Design Professional(s) during the Time Period: List any documents (including change orders and preliminary change orders) or instructions regarding the construction work or materials testing & special inspection program, issued during the time period. Record any significant absence of the project inspector from the job-site when work is progressing, and approved provision for inspection during this time.

Problems, Concerns or Unusual Conditions: List any problems, concerns or unusual conditions with the construction work, testing & special inspection program, or assistant inspection work during the time period. Indicate to whom the issue has been directed for review. List any concerns regarding the construction work or testing & special inspection program that are noted on DSA Field Trip Note(s) issued during the time period.

Deviation Notices Issued during the Time Period: List any deviation notices, by identification number and brief description of the deviation, that were issued during the time period.

Deviation Notices Reconciled during the Time Period: List any deviation notices, by identification number and brief description of the deviation, that were resolved during the time period.

DSA "Field Trip Note(s)" Issued during the Time Period: List, by Field Trip Note number, any Field Trip Note(s) received from DSA during the time period. Next to the Field Trip Note number, indicate "Issues Requiring Review by Design Professional are Noted" if the Field Trip Note indicates so (refer to checkbox at top of trip note).

Official Site Visitors: List official visitors to the job-site during the time period. Official visitors include the responsible design professional, engineering consultants, geotechnical engineer, school district representatives, DSA field representative, and materials testing laboratory engineer. Other individuals may also be listed.

Project inspector's Signature Block: <inspector's signature and printed or typed name >

cc: < Structural Engineer >

< Division of the State Architect >

< School District >

Attachments: < list attachments, if any >